

City of Junction City
Proposed Budget Document
FY 2010-11

SECTION 1

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CITY OF JUNCTION CITY
LANE COUNTY, OREGON

BUDGET COMMITTEE MEMBERS
For Fiscal Year 2010-11

Mayor

Dwight Coon

Councilors

Dave Brunscheon
Lance Stoddard
Randy Lindsey
Bill DiMarco
Randy Nelson
Marti Templeton

Citizens

Shirley Smith
Dale Rowe
Susan Huntley
Jack Sumner
W. Lynn Engel
Laurel Crenshaw
Donetta Wood

City Administrator/Budget Officer

David Clyne

CITY OF JUNCTION CITY

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, and State Budget Laws and typically begins in January or February. The initial tasks include filling any citizen vacancies on the budget committee, setting the date for the first budget committee meeting, and distribution of a budget preparation packet to department heads.

City department heads are responsible for preparing a requested budget for each of their areas of responsibility. The requested budgets are submitted to and discussed with the Budget Officer (the Budget Officer, per City Charter, is the City Administrator). After review by the Budget Officer, the department heads present their requested budgets to their respective council committees at public meetings. Public comment is accepted at the committee meetings. The council committee can recommend or request changes to the requested department budget.

After all council committees have had a chance to review and comment on a requested budget for their respective City departments; the Budget Officer prepares the proposed budget for the budget committee. The budget committee consists of the Mayor, City Councilors, and an equal number of citizens with three-year staggering terms. Currently, all of the citizen positions are filled.

Notice of the first budget committee meeting, which will be held on May 10, 2010, is published in the local newspaper at least twice. For the 2010-11 budget year the notices were published in the Register Guard on April 26, 2010 and May 3, 2010. At the first budget meeting it is typical for the Budget Officer to deliver the Budget Message, for the public to be given a chance to comment or give testimony, and for the budget document to be distributed and explained. The budget message explains the proposed budget and any significant changes in the City's financial position.

The budget committee may meet again after the initial budget committee meeting; however, it is not required unless the budget message was not presented and/or public testimony was not allowed at the initial meeting. Typically, the Junction City budget committee holds two additional meetings.

When the budget committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, they approve the budget for submission to the City Council. When approving the budget, the budget committee also approves, by motion, the amount or rate of ad valorem taxes and how it is to be distributed between fund(s).

After the budget committee approves the proposed budget, the Budget Officer publishes a financial summary and notice of budget hearing in the local newspaper for one of the City Council's meetings in June. At the City Council meeting, the City Council holds a public hearing to listen to citizens' testimony on the budget approved by the budget committee.

After the City Council has considered relevant public testimony on the budget, they may adjust resources, reduce or eliminate expenditures and/or increase expenditures. Increases of expenditures over the amounts approved by the budget committee are limited to not more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and a second hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution that formally adopts the budget, makes appropriations, and levies and categorizes the taxes, no later than June 30.

CITY OF JUNCTION CITY

CITIZEN INVOLVEMENT OPPORTUNITIES

All meetings of the Council Committees, Budget Committee, and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings at the appropriate times. Citizens may also testify at the City Council public hearing. The proposed budget document is available for review at City Hall and the Junction City Public Library. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

Public comment or testimony may be provided by:

1. Sending a written statement to the Budget Committee or City Council, c/o City Hall, 680 Greenwood, P.O. Box 250, Junction City, OR 97448 prior to a committee or council meeting date; or
2. Submitting a written statement at a meeting or public hearing; or
3. Speaking to the Committee or Council at their meetings during public comment opportunities.

CITY OF JUNCTION CITY

MEETING SCHEDULE

The first budget committee meeting will be held on May 10, 2010 beginning at 6:30 p.m. The rest of the budget committee meeting schedule will be determined by the budget committee; however, the meeting dates being proposed are shown on the calendar below. A public hearing regarding the uses of state revenue sharing money is required at one of the budget committee meetings. The tentative date for that hearing, also shown on the calendar below, is May 20, 2010.

All meetings and the hearing will take place in the council room of City Hall, 680 Greenwood Street, Junction City, Oregon.

MAY 2010

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10 Confirmed First Budget Committee Meeting	11	12	13	14	15	16
17 Proposed Second Budget Committee Meeting	18	19	20 Proposed Third Budget Meeting with Public Hearing on Use of State Revenue Sharing	21	22	23
24	25	26	27 Proposed Fourth Budget Meeting 6:30 p.m. (if needed)	28	29	30
31						

JUNE 2010

M	T	W	T	F	S	S
	1	2	3	4	5	6
			Proposed Fifth Budget Meeting 6:30 p.m. (if needed)			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
31						

The City Council action related to the FY 2010-11 proposed budget is tentatively scheduled as follows:

May 25, 2010 - Public hearing related to the uses of state shared revenue.

June 8, 2010 – Public hearing related to the approved budget.

June 22, 2010 – Consider adoption of approved budget.